

50X1

Chiefs of All Field Bureaus

5 March 1951

Chief, FBID

Statistical Reporting

1. Statistical reporting of operations by Field Bureaus will be revised to more accurately reflect the effort of and results obtained by the bureaus. The following paragraphs explain the statistics required.

2. Report the average hours per day the following services are monitored:

- a. Home Service
- b. Foreign Service
- c. Press Service

for each country covered by the bureau. It is not necessary to show zeros for services not monitored. Press scrutiny will be shown as d but will not show statistics except as called for by paragraph 4 below.

3. The percentage represented by the figures obtained in paragraph 2 of the average daily broadcast time devoted to other than entertainment programs by each service of each country is required.

4. The average daily wordage filed to Washington from each country is required. (Home, foreign and press service will be combined for one figure.) Press scrutiny file will be reported as a separate figure.

5. The average daily wordage published in the Daily Reports and the Information Abstracts from each country is required. One figure will combine all services and press scrutiny from a country appearing in either publication. This will necessitate scrutiny of Daily Reports and Information Abstracts received. Bureaus will report only on countries monitored by them. A representative week may be used instead of daily counting.

6. Example:

DAILY AVERAGES

<u>West Germany</u>	<u>Hours Monitored</u>	<u>% of total broadcast time for news and commentary</u>	<u>Wordage Filed to Washington</u>	<u>Wordage Published</u>
Home Service	2 hrs., 5 min.	25%	2,500)	
Press Scrutiny			7,000)	5,600

In this case only the Home Service is monitored. If another service was monitored, it would be added to the 2,500 words filed to Washington.

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7.a. Use 15th to 15th for reporting period.

b. Reports to reach Washington by second of following month, beginning 2 April 1951.

c. Estimates and approximation should be used. As guides the following rules should be used:

(1) Minutes to nearest five.

(2) Percentage to nearest five.

(3) Words in even hundreds.

(4) Fifty or less words omitted.

(5) Twelve words to a line of Daily Report text.

(6) Forty lines to a page of Daily Report text.

(7) Six lines to an inch of Daily Report text.

d. Certain areas may be reported as groups of countries; Arab States; Benelux countries; Latin America; Scandinavia.

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